

TOMPKINS COUNTY CLERK

2021 Annual Report



Maureen Reynolds, County Clerk

Alanna Congdon, Executive Deputy County Clerk

Julie Seely, Motor Vehicle Supervisor

www.tompkinscountyny.gov/cclerk
www.tompkinscountyny.gov/dmv



Welcome to Ithaca and Tompkins County!

The **Tompkins County Clerk's Office** is located in the Tompkins County Courthouse at 320 N. Tioga St. and the **Department of Motor Vehicles** is conveniently located at 301 Third Street in the Hancock Plaza.

Both offices are known for our fast-moving lines, quick turnaround of documents, friendly and helpful staff, and ease of access – either in person or online. Our goal is to provide excellent service to our customers.

- Need a copy of your deed?
- Renewing your driver's license?
- Transferring a pistol permit?
- Planning to travel abroad and need a passport?
- Need a notary?
- Registering a vehicle?
- Starting a business?
- Have a question about court records?
- Researching your family history?



How may we help you?

Maureen Reynolds, Tompkins County Clerk

County Clerk Staff:

Maureen Reynolds, County Clerk

Alanna Congdon, Executive Deputy County Clerk

Rachel Graham, Administrative Recording Clerk

Regina Genung, Principal Recording Clerk

Dawn Cowles, Senior Recording Clerk

Keri Porter, Senior Recording Clerk

Kimie Searles, Senior Recording Clerk

Paul Moreno, Recording Clerk

Nathaniel Ferriss, Admin Assistant 1

320 N Tioga St, Ithaca, NY

DMV Staff:

Julie Seely, Motor Vehicle Bureau Supervisor

Jason Trabucco, Principal Motor Vehicle Examiner

Ann Fowler, Senior Motor Vehicle Examiner

Alyssa McLaughlin, Senior Motor Vehicle Examiner

T'keyah Brown, Motor Vehicle Examiner

Tyler Cornell, Motor Vehicle Examiner

Bivian Coty, Motor Vehicle Examiner

Samuel Pulliam, Motor Vehicle Examiner

Brenda Sipes, Motor Vehicle Examiner


Jamie Staple, Motor Vehicle Examiner

301 Third St, Ithaca, NY

COUNTY CLERK/DMV

2021

Our mission is to provide exceptional customer service for the public, be it at DMV or the County Clerk's Office, while generating revenue for the County in order to reduce the property tax burden.



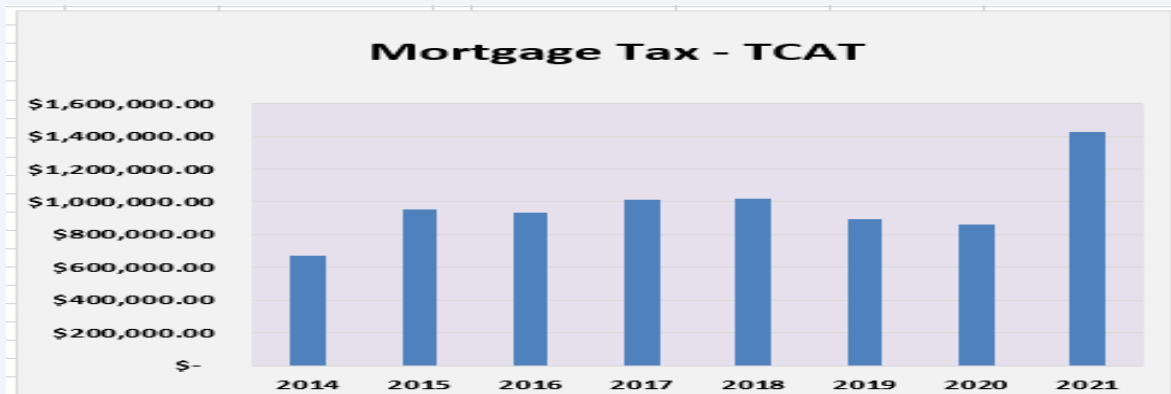
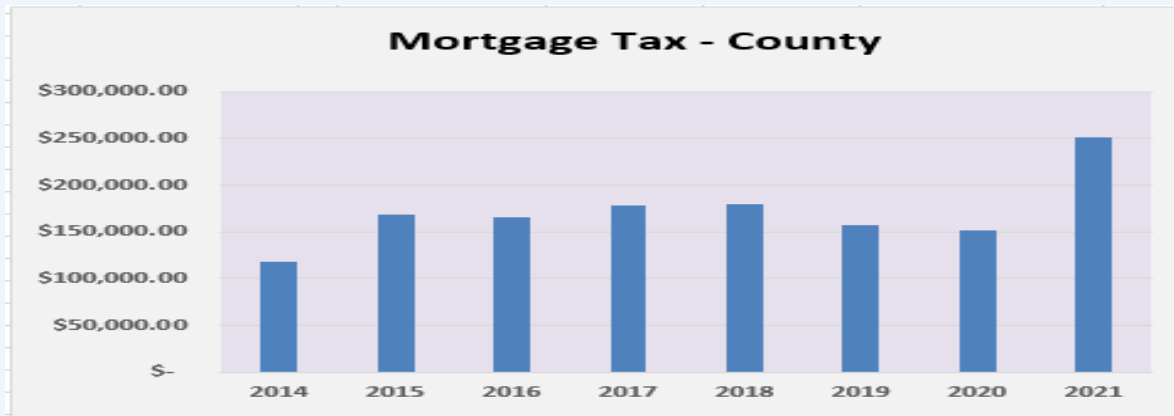
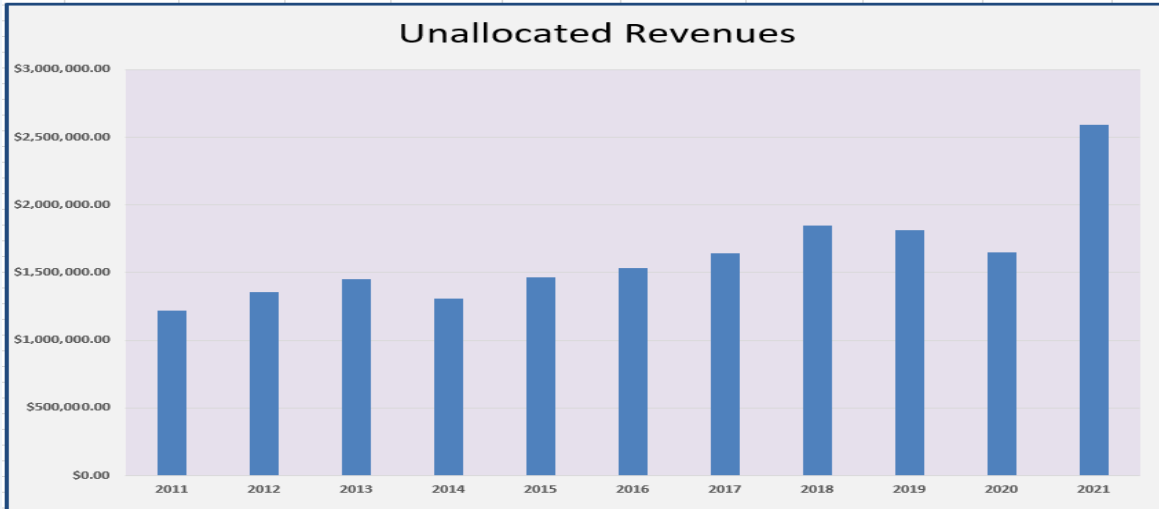
County Clerk Fees Collected:

- ◆ Fees for the County's Unallocated Revenues in the amount of \$2,595,267 (\$1,323,038) of which is from the transfer tax fee).
- ◆ \$311,864 in reimbursement from the state for expenses incurred for processing mortgages.
- ◆ \$11,244 for the records management department through a per document fee.
- ◆ DWI fines for STOP DWI in the amount of \$14,100.
- ◆ \$3,703,267 in mortgage tax for all of the towns, villages & City of Ithaca.
- ◆ \$1,427,322 in mortgage tax for TCAT.
- ◆ \$251,880 in mortgage tax for Tompkins County.
- ◆ \$4,698,889 in fees & taxes for different state departments (Dept. of State, SONYMA, Dept. of Taxation & Finance, NYS ORPS, & Office of Court Administration).

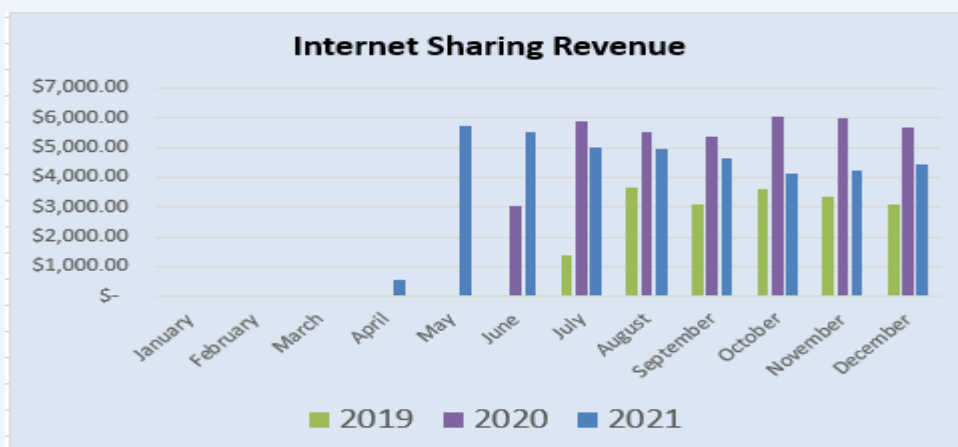
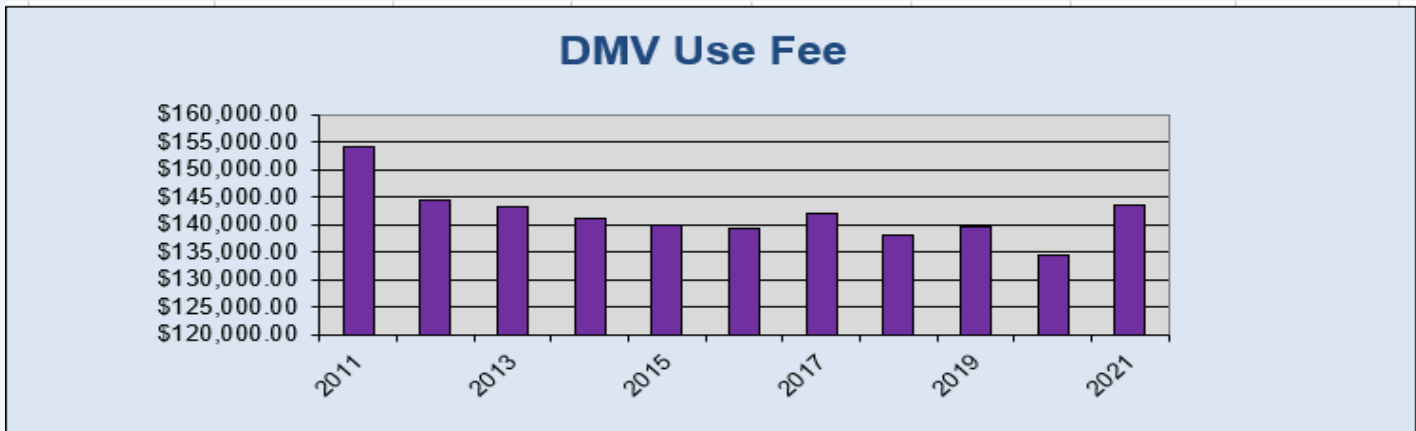
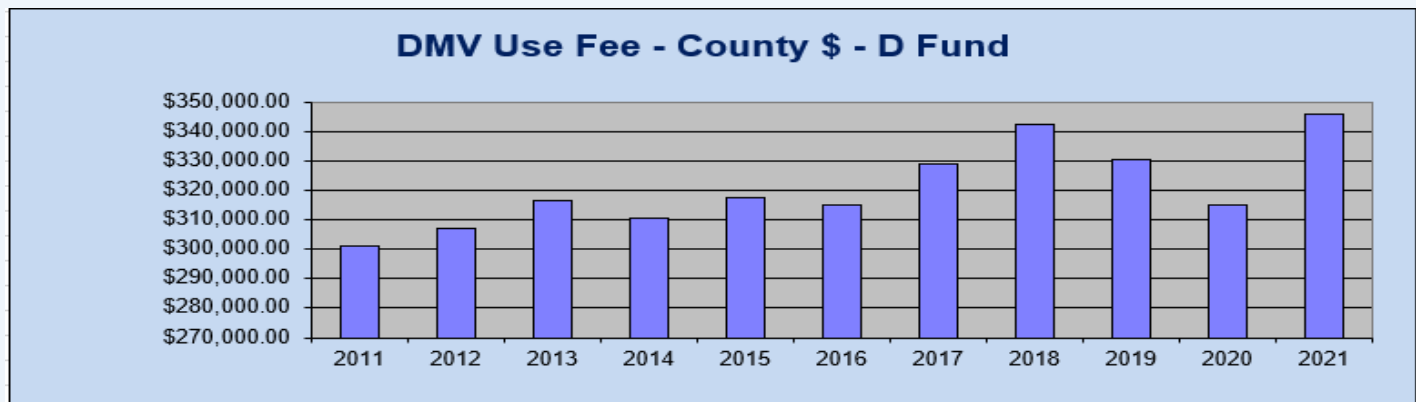
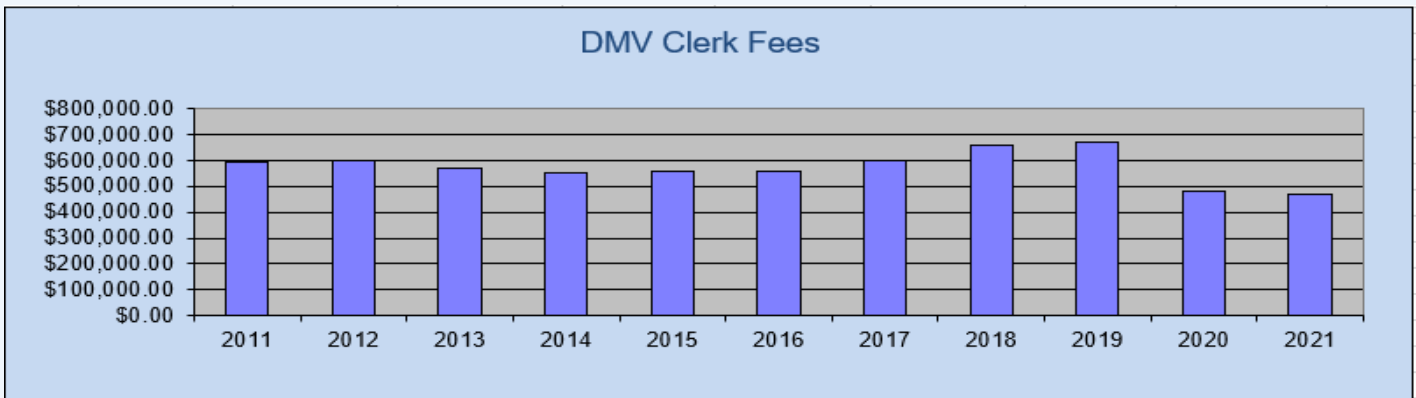
DMV Fees Collected:

- ◆ \$470,770 in clerk's retention fees.
- ◆ \$143,570 in motor vehicle use fee.
- ◆ \$2,402,951 in sales tax for the state.
- ◆ \$4,255,250 in DMV fees for the state.
- ◆ \$345,532 in DMV use fee for the county.
- ◆ \$39,165 in internet sharing revenue.

2021 County Clerk Revenues



2021 DMV Revenues



TOMPKINS COUNTY CLERK

2021 HIGHLIGHTS

In 2021, we held 0 naturalization ceremony and welcomed 0 new citizens to Tompkins County.



Assisted 685 customers obtain US Passports.



E-FILING AND E-RECORDING

2021 HIGHLIGHTS

You are here: [Home](#) > County Clerk Home

County Clerk

[Home](#)

[Online Records Search](#)

[Laserfiche Public Portal](#)

[Recording/Civil Filing Cover Page](#)

[Civil Services](#)

[Divorce File/Document Request](#)

[Criminal Records Request](#)

[Clerk Certificate Request](#)

[Notarial Certificate Request](#)

[Land Services](#)

[Naturalization Services](#)

[Pistol Permits](#)

[F.A.V.O.R](#)

[Passport Services](#)

[Business Certificates](#)

[Other Services](#)

[Fee Schedule](#)

[In the News](#)

[Annual Report](#)

[Motor Vehicles \(DMV\)](#)


[T.S.E.R.R. \(Shared Services Electronic Records Repository\)](#)

Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

* Email Address

Tompkins County Clerk



County Clerk
Maureen Reynolds

[Email the County Clerk](#)

Have questions?
Chat with us!

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How may we help you?

Maureen Reynolds, Tompkins County Clerk

Increased our electronic business while decreasing our paper, telephone, and in-person business:

- ⇒ Chatted online with 258 customers
- ⇒ DMV emails—1053; County Clerk emails—369; Facebook views — upwards of 12,000/week during DMV changes
- ⇒ Received 887 E-filed civil cases, 717 in 2020, 812 in 2019, 852 in 2018, 280 in 2017, & 221 in 2016
- ⇒ Received 240 paper civil cases, 259 in 2020, 325 in 2019, 384 in 2018, 761 in 2017, & 852 in 2016
- ⇒ Received 6459 E-Recorded land documents, 4376 in 2020, 1623 in 2019, 1525 in 2018, 1394 in 2017, & 1259 in 2016
- ⇒ Received 6663 paper recordings for land documents, 5871 in 2020, 7872 in 2019, 7375 in 2018, 8890 in 2017, & 9225 in 2016

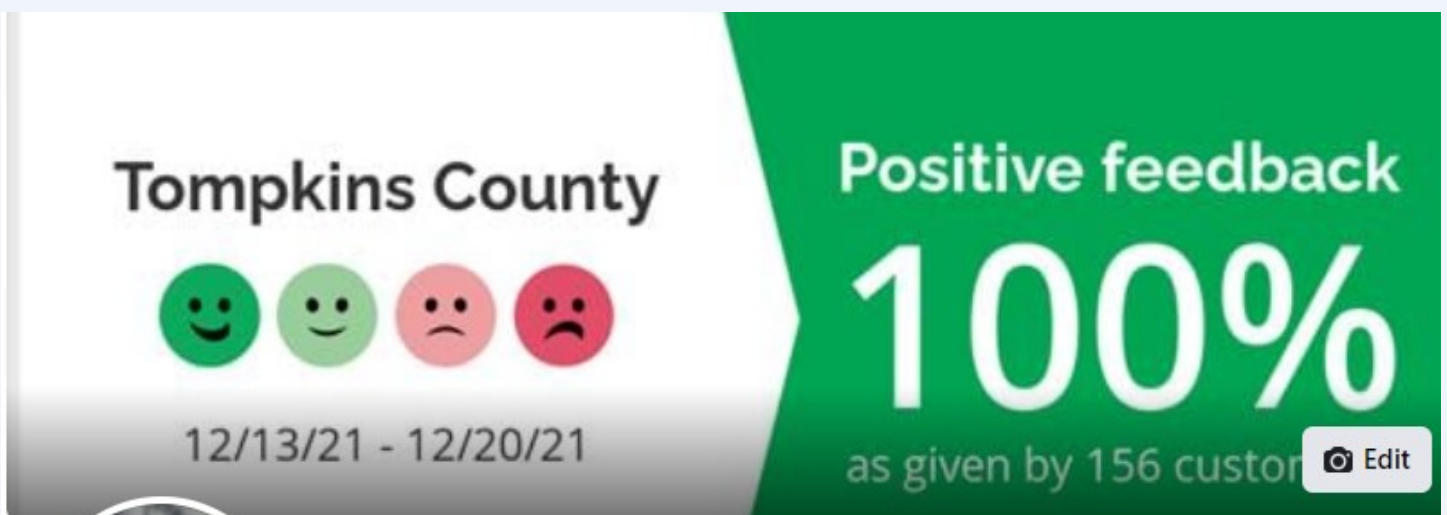
COUNTY CLERK/DMV SOCIAL MEDIA



TWITTER.COM

Anthony on Twitter

"Tompkins County DMV putting the stereotypes to shame. In and out in 13 minutes for a Drivers License Renewal + Enhanced upgrade. I've had sandwich orders take longer. #twithaca"



RECORDS MANAGEMENT

2021



Tompkins Shared Services Electronic Records Repository (TSSERR) - is a group created to provide, oversee and coordinate shared records management within Tompkins County

[Agendas](#)

[Minutes](#)

[By-Laws](#)

[Group Agreement](#)

[Shared Data Systems Policy and Procedure - Draft](#)

Presentations

[NYCOM](#)

[NACRC](#)

[NYSACC 2016-01](#)

Presentation from Laserfiche Conference January 2014:

[Tompkins County: Transparent Records Management in Action](#)

Panel discussion from Laserfiche Conference January 2015:

[Records Management Panel: Aligning IT and Records Managers to Meet Challenges and Demands](#)



Every individual success is a TSSERR group effort!
Alan K

- ◆ Continued scanning documents for our TSSERR partners
- ◆ Continued working on scanning for departments that will be moving to the new county building
- ◆ Worked with all county departments to institute “born-digital” protocols and scan their old paper files into Laserfiche
- ◆ Completed work with Cortland County— a Dept. of State Municipal Restructuring Fund grant—to scan and host their records in our Laserfiche repository. We also installed a direct fiber connection between each of the county’s (Cortland & Tompkins) server rooms for disaster recovery.
- ◆ Implemented mandatory e-filing for Supreme and County Court civil cases
- ◆ Our Laserfiche Shared Services Solution has been highlighted in 25 tech publications

DEPARTMENT OF MOTOR VEHICLES

2021 HIGHLIGHTS

REAL ID License—May 3, 2023 Deadline is Coming!

REAL ID LICENSE, PERMIT, & ID

Do You Have the Right Documents?

Social Security Card & 2 Proofs of NYS Residency &

OR

☒ Valid U.S. Passport

OR



☒ U.S. Birth Certificate &
☒ 4 Additional Documents:
Utility Bill, Credit / Debit Card, Pay Stub, Marriage Certificate, etc.

OR

☒ Valid Foreign Passport or Green Card &
☒ 1 Additional Document

> Learn more at [DMV.NY.GOV/REALID](https://dmv.ny.gov/realid)

ALL DOCUMENTS MUST BE **ORIGINAL**. PHOTOCOPIES ARE **NOT** ACCEPTABLE.

Document Type	Enhanced (EDL)	Federal REAL ID	Standard*
Displayed on document			NOT FOR FEDERAL PURPOSES
Boarding a domestic (U.S.) flight (starting October 2020)	X	X	
Entry into a Federal Building or Military Base	X	X	
U.S. Border Crossing from Canada, Mexico, some Caribbean countries	X		

Former Seneca Army Depot Bunkers



CLOSE-UP AERIAL VIEW OF BUNKERS



BUNKER EXTERIOR - BEFORE AND AFTER



BUNKER MECHANICAL ROOM



BUNKER INTERIOR - BEFORE AND AFTER



Tompkins County Clerk's Office - Annual Report for 2021

The following represents funds collected during 2021 in the County Clerk's Office and the DMV.

Records Management (1460.42770):	\$	11,244.00
County Clerk Coversheets (1410.42770):	\$	51,675.00
County Transfer Tax (9999.1189):	\$	1,323,038.00
DMV Clerk's Fees (1411.41255):	\$	470,769.49
STOP DWI (4250.2615):	\$	14,100.23
New Mortgage Tax - TCAT portion (5630.41188):	\$	1,427,322.40
85%		
New Mortgage Tax - County portion (5630.41187):	\$	251,880.45
15%		
County Clerk's Fees (9999.1255):	\$	1,272,228.77
Comptroller's Expenses (1310.41230):	\$	21,836.00
Clerk's Mortgage Tax Expenses (1410.41255):	\$	314,016.00
DMV Use Fee (1411.41256):	\$	143,570.00
DMV Use Fee (to General Fund):	\$	345,531.52
DMV Internet Revenue Sharing:	\$	39,164.46
Misc Revenue:	\$	72,548.86
State Grants:	\$	-
Total Collected for Tompkins County:	\$	5,758,925.18
Mortgage Tax Collected for City, Towns and Villages:	\$	2,288,672.34
Office of Court Administration:	\$	232,798.00
Transfer Tax:	\$	2,728,601.00
Dept. of Education:	\$	213,636.00
Real Property:	\$	321,351.00
SONYMA:	\$	1,174,855.23
Mortgage Tax for Other Counties:	\$	-
Notary:	\$	6,990.00
DMV Sales Tax:	\$	2,402,951.15
DMV Fees:	\$	4,255,249.88
Total Collected for NYS:	\$	11,336,432.26
Total Collected:	\$	19,384,029.78